

CONFIDENTIAL

DD/A Registry

File Accounting 3-3

INSPECTOR GENERAL

76-2561

14 JUL 1976

DD/A Registry

76-3536

MEMORANDUM FOR: Deputy Director for Administration

VIA : Inspector General

25X1A

FROM : 
Chief, Audit Staff, O/IG

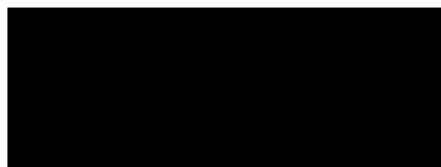
SUBJECT : Annual Plan for Audits Within the
Directorate for Administration

REFERENCE : Your Memorandum of 30 June 1976,
same subject

1. Attached is a schedule indicating the approximate dates on which audits of the components of your directorate will begin.

2. I am deferring a response to the questions raised in paragraph 3 of referent memorandum until Mr. Waller and myself issue a procedure and position paper covering the respective roles of the Audit Staff and Inspection Staff. At that time I will coordinate with you on any plans to perform management audits of appropriated fund activities within the Office of Personnel.

3. I would appreciate your early concurrence on the remainder of our audit plan.



25X1A

Attachment

Distribution:

Orig. - DDA

1 - IG

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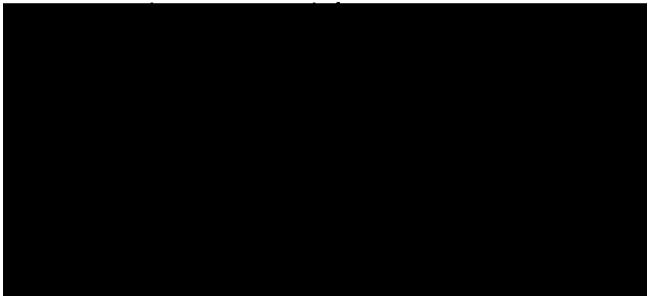
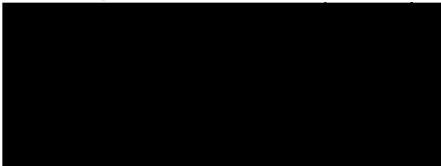


E.2 IMPDET CL BY S10372

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ANNUAL AUDIT PLAN

Directorate for Administration


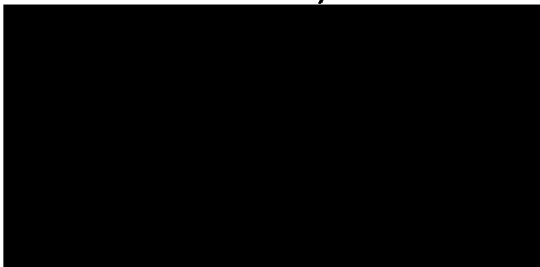
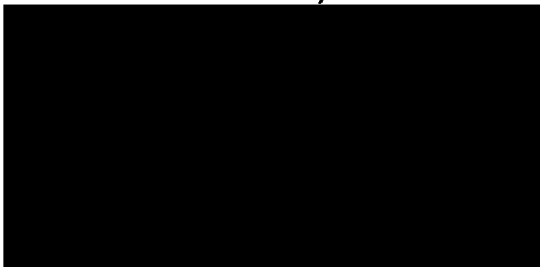
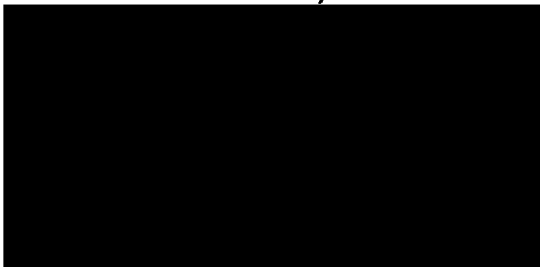
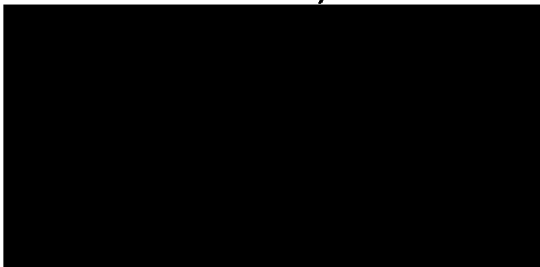


Transitional Quarter and Fiscal Year 1977

	<u>Office and Component</u>	<u>Approximate Date of Audit</u>	<u>Estimated Be- ginning Date</u>
	Office of Communications	9/76	10/18/76
25X1A		8/76 & 8/77	9/20/76
		10/76	9/20/76
		2/77	4/18/77
		1/77	2/14/77
			3/14/77
		6/76 & 6/77	7/19/76
		6/76 & 6/77	7/19/76
		6/76 & 6/77	7/19/76
		8/76 & 8/77	9/20/76
	Office of Finance	9/76	10/18/76
	CIA Retirement System	12/76	1/17/77
	Central Travel Branch		
	Commercial Systems & Accts. Division		5/16/77
	Compensation & Tax Division	12/76	2/14/77
	Covert Tax Board	11/76	3/14/77
	Monetary Division	2/77	5/15/77
25X1A		9/76; 3/77	10/18/76; 4/18/77
		9/76; 3/77	10/18/76; 4/18/77
			4/18/77
			6/10/77
		1/77	2/14/77
	Office of Joint Computer Support	12/76	1/17/77
	General Accounting System	In Process	In Process
	Inventory Control System	In Process	
	Manpower Control System	In Process	
	Payroll System		2/14/77
	Office of Logistics		
	Office of the Director	10/76	11/15/76
	Logistics Services Division	2/77	3/14/77
	Executive Dining Room	9/76	10/18/76
	Printing and Photography Division		
	Procurement Division	10/76	11/15/76
25X1A	 Procurement Office	10/76	11/15/76
	Real Estate & Construction Division		
25X1A	Supply Division	10/76	11/15/76
		10/76	11/15/76

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	<u>Office and Component</u>	<u>Approximate Date of Audit</u>	<u>Estimated Be- ginning Date</u>
	Office of Medical Services	6/77	6/13/77
	Office of Personnel	3/77	4/18/77
	Credit Union (Annual)*	6/76 & 6/77	7/19/76
	Credit Union (Biennial Confirmation)		
	Credit Union Minicomputer System	In Process	In Process
	Consolidated Charities	2/77	3/14/77
	Educational Aid Fund	12/76	3/14/77
	Employee Activity Association	12/76	1/17/77
	Government Employees Health Assoc.	12/76	1/17/77
	Public Service Aid Society	12/76	2/14/77
25X1A		12/76	2/14/77
	Office of Security*	7/76 & 7/77	7/18/77
		At Termination	At Termination
25X1A		7/76	8/16/76
		8/76	9/20/76
		7/76	8/16/76
	Office of Training		
25X1A		5/77 } 5/77 }	6/14/76
	Component Conducted Training (Agency-wide)	10/76	11/15/76
	Office of DDA		
25X1A	Administrative Allowance Committee 	12/76	2/14/77

*Annual audits planned for the transitional quarter and the fourth quarter of FY 1977.

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